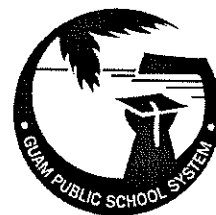




**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. Box DE
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NERISSA BRETANIA-SHAVER, Ph.D.
Superintendent of Education

ANTONETTE MUNA SANTOS
Assistant Administrator

April 08, 2009

An Equal Opportunity Employer

**ANNOUNCEMENT
~ CONTINUOUS ~ PSD-018-2009**

The Guam Public School System wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST**:

SCHOOL HEALTH PROGRAM COORDINATOR (8.223)

OPENING DATE: April 08, 2009 **CLOSING DATE:** CONTINUOUS

SALARY: Pay Grade M (NPS – 39%)
Open: Step 1-10, \$39,682.00 - \$59,795.00 Per Annum
Promotional: Step 1-20, \$39,682.00 - \$84,347.00 Per Annum

LOCATION: STUDENT SUPPORT SERVICES

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three (3) years of professional nursing or teaching/counseling experience and graduation from a recognized college or university with a Master's degree in nursing, health education or closely related fields; or
- (B) Four (4) years of professional nursing or teaching/counseling experience and graduation from a recognized college or university with a Bachelor's degree in nursing, health education or closely related fields; or
- (C) Any equivalent combination of experience and training beyond a Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

- (A) Possession of a current license to practice professional nursing as a Registered Nurse on Guam.
- (B) Possession of a valid driver's license may be required.

EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) Successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

This is professional and administrative work involved in coordinating the health counseling and guidance programs in the Guam Public School System.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

- Develops and coordinates the administration of school health programs and services in the Department.
- Formulates, recommends, and disseminates policies for the care of pupils who become injured or ill at school.
- Writes and develops projects in school health counseling; coordinates with other staff members of the educational system in the development of these programs.
- Coordinates, interprets, and explains the policies and procedures for the control of communicable diseases in the schools.
- Coordinates with education administrators in the development of health curricula and services.
- Coordinates with School Health Counselors in offering of health education to students.
- Maintains records and prepares reports.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the theory, principles, and practices of nursing and health education.
- Ability to develop, coordinate and implement health counseling and guidance programs and services in the public school system.
- Ability to interpret, apply, and make decisions in accordance with pertinent laws, policies, regulations, and other program guidelines.
- Ability to evaluate program effectiveness and recommend changes in organization, operation and program policies to enhance program effectiveness.
- Ability to work effectively with other employees, parents, other government departments and agencies, and the general public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- | | |
|---------------------------------|-----------------------------------|
| - Certified Birth Certificate | - Government of Guam I.D. Card |
| - U.S. Passport | - Original Social Security Card |
| - Naturalization Card | (not laminated) |
| - "Green Card" (For Immigrants) | - Other proof of work eligibility |

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants ***selected*** for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications shall be submitted to the GPSS Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday except holidays. Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:

Interested applicants must submit a GPSS "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0496 or come by and visit our office.



ANTONETTE MUNA SANTOS,
Assistant Administrator
Personnel Services Division

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